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2 September 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
2 September 1965

1. Career Training Program

July Class. Informal reports from instructors indicate that the July class is performing extremely well. The students are working hard and appear to be highly motivated.

Support Services Course. The second Support Services Course is scheduled to begin on 25 October and run through 17 December 1965. We estimate that between twenty and twenty-five students will be enrolled in the Course. They will come from the January, April, and July 1965 CT classes.

Since the completion of the first Support Services Course, Mr.

██████████ Chief Instructor, has met with the Support Course Advisory Committee to analyze results of the course with regard to content and methodology. Several revisions to correct deficiencies have been made.

2. Registrar

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NO CHANGE IN CRV28 ☐
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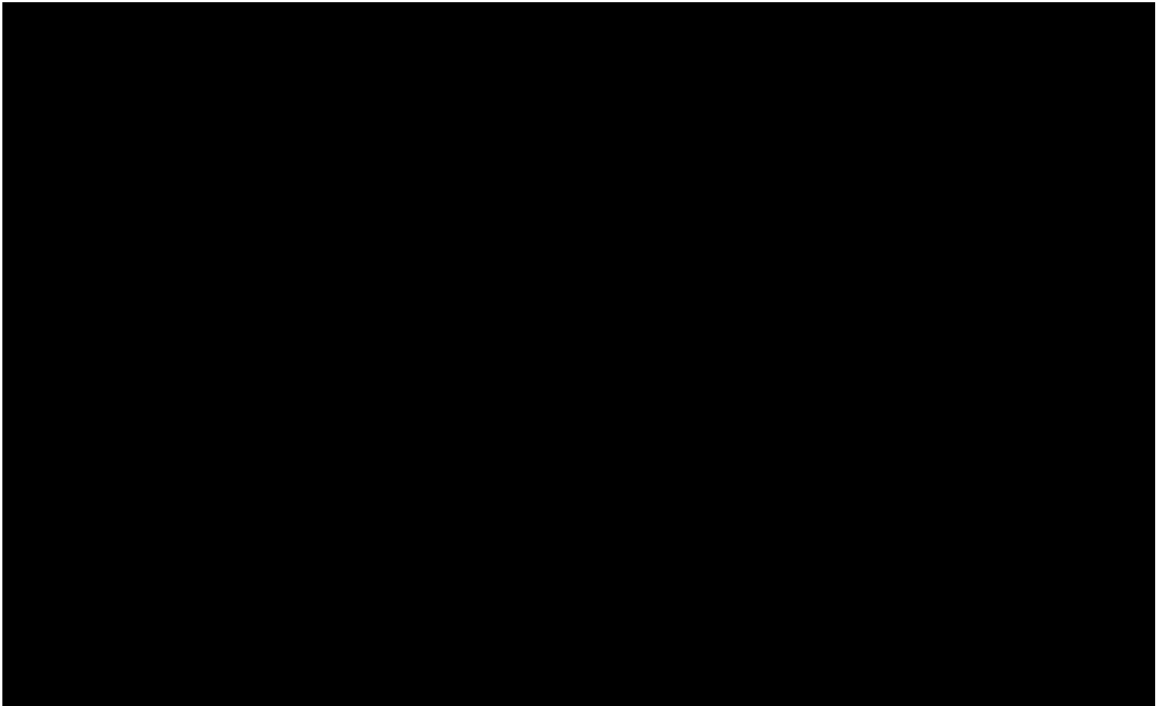
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25X1C



25X1A

Executive Seminar in ADP. [REDACTED] of the IG Staff has reported his satisfaction with the three-day Executive Seminar in ADP at IBM which he completed last week. Mike considers this a program for top managers -- not for those engaged in systems analysis or those using computer-hardware. He found the program informative although crammed with IBM propaganda. Mike mentioned that the IG Staff is in the process of surveying records management in the DDP, and that the DDI and the DDS will be scheduled for the same type of survey. He says the survey will be of some duration and may involve considerable follow-up by the Staff.

Attendance at Defense Schools - [REDACTED] Attendance 25X1C
at Defense schools (usually [REDACTED]) will be more selective 25X1C

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in the future. Five years ago it was standard procedure to send a

GS-9 to the [REDACTED]

25X1C

Course at the [REDACTED] Today it is necessary to

25X1C

justify our candidates on a need-to-know basis, and the minimum grade

25X1C

level is GS-13. [REDACTED] will no longer entertain a GS-11 waiver request.

Most of the interested Agency components have sent their higher grades

and now wish to send the lower professional grades directly involved

in the work. We normally send over 50 students per year to this

25X1D

[REDACTED]

Command and General Staff Course, Maxwell Air Force Base. During a conversation with Lt. Col. Robert Bieber, Headquarters, USAF, (AFPTRE), confirming the Agency's quota at the Air War College, we requested a space in the Command and General Staff Course, Maxwell Air Force Base, for next year. It is our understanding that when they send us the invitation letter, we will either accept or release the space at the same time we confirm the Air War College allocation.

Conferences for Federal Executives on Business Operations. The DDS has provided OTR with the names of six nominees for the "Conferences for Federal Executives on Business Operations" given by the Brookings

Institution in conjunction with the Civil Service Commission. Again

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Agency interest was sparked by a letter from Mr. Macy to Admiral Raborn. [REDACTED] and John Clarke will attend the 1965-66 Fall and Spring Programs respectively. DDS nominees, Robert Fuchs, [REDACTED] George Meloon and [REDACTED] will be held in reserve for subsequent years. As soon as we receive the necessary papers from [REDACTED] and Clarke's offices we shall prepare a letter of nomination for the DDS signature as stated by Colonel White in his memo to the Brookings Institution and to Mr. Macy.

3. Intelligence School

Presentation at Defense Intelligence School. The Communications Exercise presented for the Civilian Analyst Course at DIS on 18 August by [REDACTED] was well received. Four of the five five-man teams were successful in completing the Exercise in the allotted time -- an exceptionally high percentage.

Management Training. We have been looking into the nature of the material offered by the firm of Kepner-Tregoe and Associates, Inc., of Princeton, New Jersey. Messrs. Kepner and Tregoe left the RAND Corporation to form an organization devoted to teaching a new approach to problem solving and decision making by executives and managers. Their system has attracted considerable attention in business and government circles. We have just received a copy of their book "The Rational Manager" which expounds their doctrine. We plan to have one member of the MTF take their one-week course at the first

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consideration.

5. Language Training School

Ninety-five employees were tested for oral proficiency in Spanish in phase one, 2-9 August, of the DDP intensive language testing program. Eighty-four additional DDP employees were earmarked for testing but were either unavailable for testing during the scheduled period or disclaimed any actual proficiency in the language and declined to be tested. Fifty of the individuals examined had previously claimed a Spanish speaking proficiency level of intermediate or higher, but only 35 achieved this level on the tests.

Intensive oral testing in French will be conducted 8-15 September. Testing schedules are now being distributed to the divisions concerned. A briefing was held on 27 August for the native speakers who are to serve on the testing panels.

corrected.

Briefing Film for Admiral Raborn. Production of the film on training activities conducted at [REDACTED] should commence on 7 September 1965. Scripts have been prepared, and the filming equipment

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We expect that it will take approximately six weeks to complete shooting.

SIGNED

MATTHEW BAIRD
Director of Training

Attachment -
OTR Attendance

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**OTR (Internal) Attendance for Week of:
23 - 27 August 1965**

Category	FT	PT	Tut	Total
Operations	52	---	---	52
Intelligence	43	19	---	62
Communication	---	---	---	---
Management	---	---	---	---
Clerical	26	54	---	80
Communism	33	---	---	33
Language	27	46	---	73
VLTP	---	---	---	---
Tutorial	---	---	29	29
TOTAL	181	119	29	329

OTR (External Training)

**Week of 23 - 27 August 1965 -- 62 Agency employees in
50 external courses or programs.**



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